

REKSAP Centres for Early Learning



Regina • Severn • Jockvale
SINCE 1984

Keypad Access Code — REKSAP Severn

Dear parents and guardians,

Please review the following terms of use for the keypad access code at REKSAP Centres for Early Learning.

Terms of Use

Who May Use the Code

- **Access codes are for parents and guardians only. Children may not** be given the code or authorized to use the keypad. Misuse of the code will result in access privileges being revoked.

Entering and Exiting the Building

Protecting the Code

- Always safeguard the access code. When entering the code, shield the keypad so others cannot see it.
- When the code is entered correctly, the green light will activate to indicate that the door is unlocked.

Hours of Access

- The keypad is active from 7:30 a.m. to 10:00 a.m. and from 3:45 p.m. to 5:30 p.m.
- Outside these times, please use the REKSAP doorbell.

The safety and security of the children is our highest priority. Thank you for your cooperation and support

REGINA LOCATION

613-828-8743
2599 Regina St., Ottawa, Ont.

SEVERN LOCATION

613-828-3039
2553 Severn Ave., Ottawa, Ont.

JOCKVALE LOCATION

613-823-4848
101 Malvern Dr., Nepean, Ont.

www.REKSAP.ca